



Warsaw, 23.11.2020

ENQUIRY REGARDING ESTIMATED CONTRACT VALUE

National Centre for Research and Development (NCBR), with headquarters in Warsaw (00-695), at 47a Nowogrodzka Street (Tax Identification Number: 701-007-37-77, National Business Registry Number: 141032404) is planning to launch public procurement procedure concerning the provision of catering services for NCBR in the building located at 40 Rue Belliard in Brussels, Belgium.

I Object of the contract

The object of the contract is catering services provided for NCBR in the building located at 40 Rue Belliard in Brussels or other place located in the European Quarter in Brussels.

The object of the contract constitutes of the following parts:

Part 1 – the provision of catering services when organizing large-scale meetings e.g. conferences by NCBR Office in Brussels, up to 100 people.

Part 2 – the provision of catering services when organizing medium-sized meetings by NCBR Office in Brussels, up to 50 people.

Part 3 – the provision of catering services when organizing small meetings by NCBR Office in Brussels, up to 25 people.

CPV: 55520000-1 Meal delivery services

II. Term of the contract

Order delivery date: 12 months from the date of signing the contract or until all the funds which the Ordering Party intends to spend on financing the contract have been used in each part, with the possibility of the extension of the contract for another 12 months within each part.

III Terms and conditions of the future order for each part

1. The catering shall be provided in the form of a buffet and a proper number of cocktail tables, as appropriate to the number of people, whereby the Ordering Party does not require the provision of cocktail tables for meetings of up to 25 participants.
2. Each time, the catering offer shall include the possibility of excluding gluten, mustard, nuts, curry and other ingredients which can cause food allergies upon special request. The list of allergens present in prepared meals should be delivered each time at the request of the Ordering Party together with the catering provided.
3. The catering offer shall always include a vegetarian dish as well as a vegan dish.



Furthermore:

- The Contractor shall be obliged to deliver porcelain, glassware, cutlery, napkins, tablecloths and/or stretch covers to the place where the catering is provided.
- The tableware used by the Contractor shall be clean, undamaged and sterilised. Metal cutlery shall be provided for meetings. Tablecloths and/or stretch covers used by the Contractor shall be spotlessly clean, undamaged and ironed.
- The Contractor shall be obliged to deliver buffet tables with stretch covers and/or tablecloths (in white, black and grey color).
- The number of cocktail tables with stretch covers and/or tablecloths shall be adjusted to the number of participants (covers and tablecloths in white, black and grey color).
- The Contractor shall provide uniform tables and covers during one event.
- Meals shall be prepared with fresh and high-quality products on the day of the service. Meals shall be served in an aesthetic way, i.e. in a way that demonstrates the highest quality of the meal.
- The Contractor shall provide simple fresh flower decorations for each cocktail table.
- Each dish shall be accompanied by a label with a description of a meal and indication of vegetarian/vegan meals. The Contractor shall print the labels with a name of a product/dish in English and place them on buffet counters next to the meals served.
- Processed products shall have an appropriate date of minimum durability.
- The Contractor shall provide the equipment necessary to perform the service (in case of destruction/loss of tableware elements the Contractor shall be able to perform the contract without disturbances).

Additionally, the duties of the Contractor include:

- delivering/removing catering and cocktail tables to and from the event venue;
- preparation of tables (setting, placing stretch covers and/or tablecloths, table setting) in a room/space indicated by the Ordering Party;
- collecting the dishes and cleaning the room where the service was provided;
- keeping the area clean during coffee breaks and lunches/cocktails;
- regular cleaning of the service area and removing post-consumer waste. The Contractor shall be obliged to provide bins for segregated waste and in agreement with the Ordering Party locate them in a suitable place invisible to the participants.

The Contractor shall be informed about the requisition order of catering services by the Ordering Party in normal mode, no later than 7 calendar days before the planned meeting, however, the Ordering Party reserves the right to report the requisition order 2 calendar days before the planned meeting in emergency situations. The Contractor shall present menu proposals to be agreed on for approval by the Ordering Party no later than 3 days before the event, in urgent situations up to 2 days.

The Ordering Party stipulates that each time the menu must be different from the one previously prepared for each part of the contract.

Each time the Ordering Party shall specify the number of participants who will take part in a planned meeting, schedule and venue in the requisition order.

Meetings shall be held on business days (Monday to Friday) from 9h00 to 22h00.



Detailed information on events planned by the Ordering Party with the indication of the types of meals

Part 1:

Within Part 1 of the contract the Ordering Party provides for the organization of a minimum of 2 and a maximum of 5 large-scale meetings (lasting up to 8 hours each) for a minimum of 50 people, up to 100 people.

Within Part 1 of the contract waiter service will also be provided. The Contractor shall provide an adequate number of waiters for catering services, as appropriate to the number of participants of each meeting.

For large-scale meetings the Contractor shall provide at least:

- cold snack foods: dry- salty,
- hot snack foods: dry- salty,
- snack foods: sweet- including Belgian sweets,
- coffee – the Contractor shall deliver coffee machines/dispensers in the number adjusted to the number of people declared,
- mix tea sachets (no limit) for independent brewing. Additionally the Contractor shall provide boiling water in hot water thermoses,
- milk or coffee cream, sugar (white and brown), sweetener, fresh lemon,
- mineral water (still and sparkling) – no limit,
- juice 0,4l per person.

Additionally, each time the Contractor shall provide:

1. Sandwich lunch/cocktail consisting of at least:

- half of tortilla wrap with chicken and/or vegetables (not less than 300g) – 1 per person,
- sandwiches (assorted – ham, fish, vegetables with baguette) (not less than 150g) – 2 per person,
- individual salad, various types (not less than 150g) – 1 per person,
- sweets – various types of tarts, individual chocolate and/or fruit mousse and other – 2 desserts per person in total.

OR

2. Hot Lunch consisting of at least:

- 2 types of soup (not less than 250 ml/per person), ciabatta (1 serving per person),
- quiche with grilled vegetables and/or quiche with meat – served hot (not less than 300 g – 1 portion per person),
- salad of standard size (1 per 10 people) – 2 various kinds, not less than 1500g per portion,
- sweets – various types of tarts, individual chocolate and/or fruit mousse and other – 2 desserts per person in total, provided that the sweets served differ from those served during the sandwich lunch.

OR

3. Hot Lunch 2 consisting of:

- roast potatoes, French fries, rice (not less than 200g) – 1 portion per person,
- pasta with sauce – various types (not less than 300g) – 1 portion per person,
- mixed vegetables – served hot (not less than 150g) – 1 portion per person,



- salad of standard size (1 per 10 people) – 2 various kinds (not less than 1500g per portion),
- fish fillets – two kinds (salmon and other) (not less than 100g) – 1 portion per person,
- meat – 2 types (not less than 100g) – 1 portion per person.

Hot Lunch will only be served at meetings lasting more than 5 hours.

Part 2:

Within Part 2 of the contract the Ordering Party provides for the organization of a minimum of 4 and a maximum of 8 middle-sized meetings (lasting up to 6 hours each) for a maximum of 50 people, as well as a minimum of 4 two-day meetings (lasting 8 hours each day) for a maximum of 50 people.

Within Part 2 of the contract waiter service will also be provided, the Contractor shall provide an adequate number of waiters for catering services, as appropriate to the number of participants of each meeting.

For medium-sized meetings (each day) the Contractor shall provide at least:

- cold snack foods: dry- salty,
- hot snack foods: dry- salty,
- cold snack foods: sweet – including Belgian sweets,
- coffee – the Contractor shall deliver coffee machines/dispensers in the number adjusted to the number of people declared,
- mix tea sachets (no limit) for independent brewing. Additionally the Contractor shall provide boiling water in hot water thermoses,
- milk or coffee cream, sugar (white and brown), sweetener, lemon,
- mineral water (still and sparkling) – no limit,
- juice 0,4l per person.

Additionally, each time the Contractor shall provide:

1. Sandwich/cocktail lunch consisting of at least:

- half of tortilla wrap with chicken and/or vegetables (not less than 300g) – 1 per person,
- sandwiches (assorted – ham, fish, vegetables with baguettes) (not less than 150g) – 2 per person,
- individual salad, various types (not less than 150g) – 1 per person,
- sweets – various types of tarts, individual chocolate and/or fruit mousse and other – 2 desserts per person in total.

OR

2. Hot Lunch 1 consisting of:

- 2 types of soup (not less than 250 ml/per person), ciabatta (1 portion per person),
- with grilled vegetables and/or quiche with meat – served hot, not less than 300 g – 1 portion per person,
- salad of standard size (1 per 10 people) – 2 various kinds, not less than 1500g per portion,
- sweets – various types of tarts, individual chocolate and/or fruit mousse and other – 2 desserts per person in total, provided that the sweets served differ from those served during the sandwich/cocktail lunch.



OR

2. Hot Lunch 2 consisting of:

- roast potatoes, French fries, rice (not less than 200g) – 1 portion per person,
- pasta with sauce – various types (not less than 300g) – 1 portion per person,
- mixed vegetables – served hot (not less than 150g) – 1 portion per person,
- salad of standard size (1 per 10 people) – 2 various kinds (not less than 1500 g per portion),
- fish fillets – two kinds (salmon and other) (not less than 100g) – 1 portion per person,
- meat – 2 types (not less than 100g) – 1 portion per person.

Hot Lunch will only be served at meetings lasting more than 5 hours.

Part 3:

Within Part 3 of the contract the Ordering Party provides for the organization of a minimum of 8 and a maximum of 18 small meetings for a maximum of 25 people (lasting up to 4 hours each).

Within Part 3 of the contract waiter service will also be provided, the Contractor shall provide an adequate number of waiters for catering services, as appropriate to the number of participants of each meeting.

For small meetings the Contractor shall provide at least:

- coffee – the Contractor shall deliver coffee machines/dispensers in the number adjusted to the number of people declared,
- mix tea sachets (no limit) for independent brewing. Additionally, the Contractor shall provide boiling water in hot water thermoses,
- milk or coffee cream, sugar (white and brown), sweetener, lemon,
- mineral water (still and sparkling) – no limit,
- juice 0,2l per person
- 2 small croissants per person,
- 2 small French cinnamon rolls/ chocolate buns per person,
- fruit display – 2 easy-to-eat fruits per person,
- various kinds of cheese,
- natural yogurt – 180g – 1 portion per person,
- butter, marmalade, honey,
- mix of standard croissants, bread, various buns – 2 per person in total.

Additional information on waiter service for each part:

Waiter service shall meet the following requirements:

- have experience in the provision of waiter services,
- good health,
- impeccable manner, punctuality, discipline and duty,
- lack of a criminal record,
- being 18 years of age or above,
- command of English – conversational,



- the Contractor shall provide coordinated outfits for waiter service, i.a. an official uniform, adjusted to the rank and nature of the event.

IV Important information on the valuation:

1. The valuation shall be expressed in Polish zlotys, VAT included.
2. The valuation shall be given with an accuracy of two decimal places (zł/gr).
3. The valuation shall cover the complete scope of work specified in the enquiry and include all related costs.
4. The submission of an enquiry regarding the estimated cost and as a result, the receipt of a response shall not equate to the award of contract by NCBR (shall not result in concluding a contract).
5. The above mentioned enquiry does not constitute an offer within the meaning of the Civil Code.
6. The valuation shall take into account the above mentioned information as well as the fact that in future orders in case of improper performance of the object of the contract or any of its parts, the Ordering Party reserves the right to demand a payment of the contractual penalty from the Contractor, the amount of which will be specified in the relevant provisions of the contract.

V. Place and date of the submission of the information on the cost of services:

In order to estimate the value of the contract, the Ordering Party requests information on the net price until 01/12/2020 by sending it to the following e-mail address: przetargi@ncbr.gov.pl.

VI. The valuation shall be submitted on the estimated valuation form attached:



ESTIMATED VALUATION FORM

FULL NAME OF THE ENTITY:

ADDRESS WITH POSTAL CODE:

TELEPHONE:

E-MAIL ADDRESS:

TAX IDENTIFICATION NUMBER:

NATIONAL BUSINESS REGISTRY NUMBER:

With reference to the enquiry about the estimated cost of the execution of the contract (from accompanying documents) I estimate the value of the object of the contract in full material scope included in the enquiry at the following amounts:

For Part 1 of the contract

Net price per person (snack foods+drinks):.....zł

(in words)

Net price per person (Sandwich lunch/cocktail):.....zł

(in words)

Net price per person (Hot Lunch):.....zł

(in words)

Net price per person (Hot Lunch 2):.....zł

(in words)

VAT rate%

For Part 2 of the contract

Net price per person (snack foods+drinks):.....zł

(in words)

Net price per person (Sandwich lunch/cocktail):.....zł

(in words)



Net price per person (Hot Lunch):.....zł

(in words)

Net price per person (Hot Lunch 2):.....zł

(in words)

VAT rate%

For Part 3 of the contract

Net price per person:.....zł

(in words)

VAT rate%

The Contractor shall complete only the part to which the valuation is submitted.

I hereby declare that:

1. I do not raise any objections to the enquiry about the estimated cost.
2. I acknowledge that:
 - a) The submission of an enquiry regarding the estimated cost and as a result, the receipt of a response shall not equate to the award of contract by NCBR (shall not result in concluding a contract).
 - b) The above mentioned enquiry does not constitute an offer within the meaning of the Civil Code.
3. I declare that I have fulfilled information requirements provided for in Art. 13 or Art. 14 GDPR* for natural persons from whom I have obtained personal data directly or indirectly in order to submit a valuation in these proceedings**.
* Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) (OJ L 119, 4.5.2016, page 1).
** In the event that the Contractor does not provide personal data other than data concerning him/her directly or there is an exclusion from the application of the information obligation, pursuant to Art. 13 sec. 4 or Art. 14 sec. 5 GDPR the Contractor does not submit the declaration (deletion of the content of the declaration e.g. by erasing it).
4. I declare that I have obtained the consent of people involved in the preparation of the valuation, and I give my consent to the processing of my personal data by National Centre for Research and Development with headquarters in Warsaw 00-695, 47a Nowogrodzka Street, and I acknowledge that my data provided in the valuation will be processed for the purpose of the preparation of the proceedings.



Narodowe Centrum
Badań i Rozwoju

niepodlega

.....
place, date

.....
signature, name and surname
or signature and stamp